Job Description

Three Spires TRUST

'Life in all its fullness'

Academy	St Peter's Collegiate Academy
Position	Curriculum Area Learning Supervisor
Salary	Grade 6
Contract	Permanent
Responsible to	Cover Officer

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Statement of Purpose

Work as a Cover Supervisor in the absence of a teacher, and to support the teachers and students within any designated Curriculum Area.

Support to Team

- To act as a Cover Supervisor during teacher absence, taking responsibility for a class of students who are carrying out work set by the teacher. Although linked to a curriculum area, the postholder can be required to work as a Cover Supervisor in any subject and therefore is not expected to have specialist knowledge of all subjects.
- To determine resource needs.
- To have regard to the welfare of the team in a dual management situation.
- To work with the Senior Management to ensure equitable deployment across the team with regard to whole academy projects and Curriculum Area work.
- To liaise with the Senior Management responsible for Quality Assurance to ensure consistently high standards across the team.

Support to Students

- Provide structured support, including tutorial support, in accordance with Schemes for Learning designed and supervised by individual teachers.
- Use specialist knowledge/experience to provide appropriate support to students in relation to their individual needs, e.g. behaviour management strategies.
- To contribute to raising standards by ensuring expectations are set for students.

Support to Teacher

- Supervise students for a particular curriculum activity under the supervision and guidance of a qualified teacher.
- Undertake marking of planned work.
- In conjunction with teacher, record students' progress, provide feedback to appropriate education professionals, e.g. Trust Officers, Ofsted Inspectors.
- To support the teacher to develop appropriate learning plans to raise achievement.
- Co-ordinate and organise students attending extra-curricular activities/work experience or other out of academy activities under the guidance of a teacher.
- Provide general admin support, e.g. produce worksheets for agreed activities etc.

Support to Curriculum

- Contribute to curriculum planning, evaluation and implementation.
- Contribute to development of school policies and procedures by participation in working groups.
- Development, prepare and disseminate appropriate materials.
- Determine the need for, prepare and use specialist equipment, plans and resources to support students.
- Produce displays, in liaison with curriculum area members, to promote Environment for Learning.
- Provide support to teachers within the curriculum area. **NB** Where necessary, this may be overridden to ensure the smooth running of the school in the absence of a teacher.

Operational Responsibilities

- To support and uphold academy policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.
- Assist with the supervision of students out of lessons times including before and after school and lunchtimes.

Post holder signature	
Principal signature	
Date	

Person Specification

Essential Criteria	Measured by
Experience ● Experience of working to support children's learning gained in relevant environment.	Application form / interview
Qualifications/Training ● Good numeracy and literacy skills. ● NVQ 4 for teaching assistants or equivalent qualification or experience in a relevant discipline. ● Holds or working towards HLTA status.	Application form / interview
Knowledge/Skills ● Full working knowledge of relevant policies/codes of practice. ● An understanding of curriculum matters and to be able to contribute effectively to curriculum development, planning, evaluation and implementation. ● In depth understanding of areas of learning, e.g. Maths, English, Humanities, Modern Foreign Languages. ● Understanding of principles of child development and learning processes. ● Ability to plan effective actions for pupils at risk of underachieving. • Effective use of ICT to support learning. ● Use of other equipment technology – video, photocopier. ● Well-developed interpersonal skills to be able to relate well to a wide range of people. ● Work constructively as part of a team whilst being able to demonstrate initiative. ● Good communication skills. ● Have experience of, or demonstrate an ability to manage a team, including the monitoring, evaluation and prioritisation of others' work. ● Have experience or demonstrate the ability to develop, implement and deliver training programmes for other staff.	Application form / interview
Behavioural Attributes ● Builds personal relationships with stakeholders, through regular contact and consultation. ● Coaches and empowers team members to take responsibility for ensuring customer care. ● Understands the schools development plan and how it relates to team and individual objectives. ● Accepts, supports and quickly implements change. ● Identifies and promotes best practice and encourage the sharing of ideas.	Application form / interview

● Proactively seek opportunities to increase job knowledge and understanding. ● Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. ● Works with others to resolve differences of opinion and resolve conflict. ● Requires minimum supervision. ● Takes responsibility for own and team actions. ● Identifies and overcomes barriers and manage risks. ● Takes quick and effective action. ● Demonstrates focused implementation of role and responsibilities. ● Builds strong team ethos where everyone feels valued. ● Provides timely, sensitive and honest feedback on performance. ● Is accountable for own development and encourages the ownership of development needs amongst team members.	

Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*